



DEPARTMENT OF THE NAVY
NAVAL AIR STATION
1155 ROSENBAUM AVENUE SUITE 13
MERIDIAN MS 39309-5003

NASMERINST 5090.2B
Code 18900
20 APR 1998

*put on
merit
7/15/98*

NASMER INSTRUCTION 5090.2B

From: Commanding Officer

Subj: HAZARDOUS WASTE MANAGEMENT PLAN AND POLLUTION PREVENTION PLAN

Ref: (a) SOUTHNAVFACENGCOM Hazardous Waste Management Plan for
NAS Meridian dtd Sep 97
(b) SOUTHNAVFACENGCOM Pollution Prevention Plan for NAS
Meridian dtd 22 Aug 95
(c) CNETINST 5090.1B, Environmental Protection
(d) NASMERINST 5100.15A, Safety and Occupational Health Program
(e) NASMERINST 4570.2, Disposal of Excess Property

Encl: (1) NASMER Form 5090/14, Department Hazardous Waste Manager
or Alternate Appointment Letter

1. Purpose. To establish procedures for a functional management system that complies with applicable hazardous waste and pollution prevention regulations for hazardous wastes generated, stored and disposed of by Naval Air Station, Meridian. This plan will establish a system of sound management practices for the proper handling of hazardous wastes from the point of generation to ultimate disposal at permitted disposal facilities. It will also provide installation personnel with the information necessary to conduct a safe, legal and efficient hazardous waste management plan (HWMP) and establish the procedures required to effectively and legally document the management activities of hazardous waste (HW) generated at NAS Meridian. An effective hazardous waste management program must include a pollution prevention program (PPP) to minimize the adverse impact on human health and the environment and to reduce the liability and costs associated with HW disposal. The HWMP must also integrate occupational safety and health policy into HW management.

2. Cancellation. NASMERINST 5090.2A.

3. Action and Responsibilities.

a. Commanding Officer of NAS Meridian shall:

(1) Be ultimately responsible for the hazardous waste management and pollution prevention programs as specified in references (a) and (b).

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b. Commanding Officers, Officers-In-Charge, Department Heads, Tenants and Contractors shall:

(1) Be responsible for the hazardous waste management and pollution prevention programs as specified in references (a) and (b).

(2) Be familiar with the requirements for hazardous waste management regardless of the amount generated and ensure compliance with references (a) through (c) on a continuing basis.

(3) Actively participate and require all personnel to look for opportunities to minimize and eliminate hazardous waste and pollution.

(4) Designate a Department Hazardous Waste Manager (DHWM) and an Alternate DHWM (ADHWM) using enclosure (1), NASMER Form 5090/14.

(5) Designate an Approved Accumulation Site Manager (AASM) and an Alternate AASM for each shift at each Approved Accumulation Site (AAS).

(6) Incorporate environmental compliance as a critical element on the Performance Appraisals of personnel with environmental duties and/or responsibilities in accordance with reference (a) and (b).

(7) Ensure all personnel with hazardous/special waste responsibilities are trained in accordance with references (a) through (e).

c. Public Works Officer shall:

(1) Act as the overall Manager of the Hazardous Waste Management and Pollution Prevention Plans.

d. Environmental Division Director shall:

(1) Act as the Hazardous Waste Manager and Environmental Coordinator to ensure compliance with and implementation of the HWMP as specified by reference (a).

(2) Act as Environmental Coordinator to ensure compliance with and implementation of the Pollution Prevention Plan as specified by reference (b).

(3) Submit projects and budget requests to provide personnel and facility requirements in support of HWMP and PPP.

(4) Ensure that all HW generated is handled, accumulated, stored, transported and disposed of in accordance with all federal, state and local regulations and guidelines.

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(5) Provide and coordinate training for all personnel involved in HW management and operations as specified in references (a) through (c).

(6) Act as Emergency Spill Coordinator.

(7) Maintain the following records:

(a) Hazardous waste manifests for three years

(b) Land ban documents for five years

(c) Inspection records for three years

(d) Resource, Conservation, and Recovery Act (RCRA) and Department of Transportation (DOT) training records for environmental staff permanently.

(e) Hazardous material/waste incidents records maintained permanently.

e. Hazardous Waste Environmental Protection Specialists (EPS) shall:

(1) Monitor hazardous/special waste and pollution prevention programs to ensure compliance with references (a) through (c).

(2) Provide technical guidance to managers, supervisors, DHWMs, contract administrators, AASMs, point source handlers and others as necessary.

(3) Manage less than 90 day hazardous waste staging facility.

(4) Perform quarterly administrative and AAS inspections.

(5) Ensure compliant profiling, manifesting and disposal of hazardous and special wastes.

(a) Execute, process, and track all HW manifests covering shipments off-site to facilities which treat, store and dispose of wastes. Signature authority is restricted to those environmental personnel with current RCRA and DOT training.

(b) Track all hazardous material/waste manifested from NAS Meridian to the disposal or recycling facility. Exception reports must be retained for three years.

f. Department Hazardous Waste Managers (DHWM) shall:

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(1) Manage the hazardous/special waste program for a department, tenant, or contractor in accordance with references (a) through (c).

(2) Maintain the following departmental records:

(a) RCRA training files for current personnel indefinitely.

(b) RCRA training files for former personnel for three years.

(c) Inspection reports and hazardous waste documentation for three years.

(3) Serve as the department/organization representative in all waste and pollution prevention matters.

(4) Attend environmental and training meetings and disseminate information to department personnel with hazardous waste responsibilities.

(5) Ensure department personnel with waste responsibilities are trained and kept fully informed on all regulatory changes.

(6) Perform monthly inspections of the AAS and work centers, and maintain documentation.

(7) Respond to spills.

g. Approved Accumulation Site Managers (AASM) shall:

(1) Manage Approved Accumulation Sites (AAS) in accordance with reference (a).

(2) Ensure collection of hazardous waste is in compliance with references (a) through (e).

(3) Perform related duties, including weekly inspections, as designated by references (a) through (c).

(4) Respond to small spills and notify the Fire Department, DHWM and environmental office in the event of a spill that cannot be handled at the work center due to quantity or toxicity of spill material or lack of trained response personnel.

(5) Perform weekly AAS inspections and maintain appropriate records.

(6) Maintain good housekeeping in the AAS.

h. Point Source Handlers shall:

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(1) Perform duties, especially handling and transporting wastes, in accordance with reference (a) and (e).

(2) Immediately report any spills to the DHWM and respond as directed.


(3) Actively participate in all efforts to eliminate or minimize the generation of hazardous/special wastes.

i. Contract Administrators shall:

(1) Review contracts and ensure contractors are in compliance with references (a) through (e).

(2) Ensure contractors document RCRA training.

4. Forms and Reports. Reports shall be prepared as specified in references (a) and (b) and shall be coordinated with the Environmental Division, Public Works Department. Environmental forms may be obtained from the Environmental Division, Public Works Department, Code 18900 at 679-2918 or 679-3135.


B. M. SATTERWHITE, JR.

Distribution:

(2 each)

NASMER Department Heads, Fire Chief, CTW-1, VT-7, VT-19, VT-23, Commissary, Medical Clinic, Dental Clinic, NTTC, MATSG, RCTA, NATMSACT, Aircraft Maintenance Contractor

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Date _____

From: Commanding Officer, Naval Air Station, Meridian
To: _____

Subj: APPOINTMENT AS DEPARTMENT HAZARDOUS WASTE MANAGER (DHWM) OR
ALTERNATE (DHWM)

Ref: (a) NASMERINST 5090.2B

1. In accordance with reference (a) and effective immediately, you are appointed as the Department Hazardous Waste Manager or Alternate DHWN for the _____ Department/tenant/contractor.

2. You will be responsible for the operation of the hazardous waste program in this department/tenant/contractor. Familiarize yourself with reference (a) and other regulations and directives pertaining to hazardous waste management. Your appointment remains in effect until officially terminated.

3. If you have any questions concerning your responsibilities, you may contact the Public Works Department, Environmental Division, Code 18900, at 679-2918.

By direction

Copy to:
Public Works, Code 18900

NASMER Form 5090/14

Department Hazardous Waste Manager or Alternate Appointment Letter

Enclosure (1)